

APPENDIX E-349 P

FOLLOWUPS/CANCELLATIONS SUBMITTED BY OFF-LINE MEDIA

1. PURPOSE

a. To describe the methods for processing followups (AT\_, AF1, AF2, AF3, and AFC) received off-line as MILSTRIP messages, narrative administrative messages, mail, or telephone, including requests for improved ESD which do not contain DIC AFC. AFC requests for Priority Designator 09-15 requirements will not be processed except those received by DPSC-Medical.

b. To describe the methods for processing customer cancellations (DICs AC1, AC2, and AC3) received off-line as MILSTRIP messages, narrative administrative messages, mail, or telephone.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-12.
- b. Appendix B-17.
- c. Appendix B-103.
- d. Appendix E-274 P.
- e. Appendix E-506 P.
- f. Appendix F-21.
- g. Appendix F-114.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

DSO is responsible for the receipt and processing of followups/cancellations received off-line. In those instances where the off-line followup/cancellation appears to be of a routine nature, such action will be converted to MILSTRIP format for direct input to the computer by the Requisition Processing Branch or ESOC. Those which are not considered routine will be further reviewed by the Requisition Processing Branch, Stock Control Division or ESOC to determine if document should be processed mechanically or manually. The instructions of appendix E-274 P, subparagraph 4b, apply for manual processing of AFC followups determined to be Requests for Supply Assistance under subparagraph 4c and d below. Otherwise, the instructions herein apply. Inventory Management Divisions are responsible for processing computer output which results from the processing of an AFC action with an NSN. Stock Control Division is responsible for processing this same output when the AFC cites a non-NSN item.

#### 4. PROCEDURES/INSTRUCTIONS

a. Followups/cancellations submitted as MILSTRIP messages, narrative administrative message or other correspondence containing DIC AF1, AF2, AF3, AFC, AC1, AC2, or AC3 will be transcribed by Requisition Processing Branch personnel into machine sensible format and input for computer processing. Status for data pattern transmission to authorized recipients will be automatically output for AF\_ and AC\_ DICs. For DICs AF1, AF2, AF3, AC1, AC2, and AC3, an abbreviated input format is to be used by the DSCs provided that a CRT Remote Inquiry, or equivalent, reveals that the ARCSF has a record of the requisition involved. The abbreviated formats will consist of:

(1) DICs AF1, AF2, and AF3:

- (a) DIC AF\_, pos. 1-3.
- (b) RIC of DSC, pos. 4-6.
- (c) Document Number, pos. 30-44.

(2) DICs AC1, AC2, and AC3:

- (a) DIC AC\_, pos. 1-3.
- (b) RIC of DSC, pos. 4-6.
- (c) Unit of Issue, pos. 23-24.
- (d) Quantity, pos. 25-29.
- (e) Document Number, pos. 30-44.

NOTE: When the CRT Remote Inquiry reveals no record, the abbreviated format above will not be used. The customer will be requested to submit a complete MILSTRIP Followup, DIC AF\_, or Cancellation Request, DIC AC\_, with all the original requisition transaction column data if not submitted originally.

b. The AFC followup is designed specifically to request an improved ESD, whether submitted by narrative or data pattern (transaction image) message and will be interpreted and processed as such. AF1, AF2, and AF3, and AFC followups submitted by narrative message and containing added remarks such as: Materiel Urgently Required, Expedite, Advise Best Possible Ship Date by Message; Work Projects Delayed, Request Improved EDD, Status; Current Status, BB 293 is Unsatisfactory. Request Improve ESD, Urgent Need this Station; and other ancillary justifications will not be considered automatically as a Request for Supply Assistance.

c. A valid Request for Supply Assistance could emanate from a major command, intermediate command, PCS or base, or control activity which may or may not be identified in the requisition or as Actual Production Line Stopper Item. A Request for Supply Assistance is not assigned a document identifier, has no specific content or format, and is not to be considered as a followup. Request for Supply Assistance will be replied

to by narrative message by ESOC in coordination with the IM. No preparation and input of a DIC AF\_ followup transaction will be accomplished upon receipt of a Supply Assistance Request except under the provisions of paragraph 4d(5) (a) of appendix E-274 P.

d. Instances may occur when a narrative message appears to be a followup due to content and format, but added remarks indicate a need for special consideration Requests for Supply Assistance. This is recognized as a judgment area, therefore processing such messages as a REQUEST FOR SUPPLY ASSISTANCE, will be coordinated by Requisition processing Branch with ESOC supervisory personnel for verification. Followups of this nature will be analyzed critically to minimize use of this option. Messages containing Supply Assistance as the subject, along with a DIC AF\_ MILSTRIP line, will be treated as Supply Assistance Requests. When it is determined that the request is valid and/or has Command interest and the requisition is recorded in BB status and the DSC has information that the contractor has shipped sufficient materiel to fulfill the requisition to a DLA distribution depot, the DSC may contact the depot via telephone to determine if the materiel is recorded as being in the receiving process as the depot. The DLA distribution depots have the capability to inquiry by remote terminal their files to ascertain if a specific contract materiel receipt is in the receiving process. When the depot determines the materiel is in receiving, they will provide a reasonable estimated date that the DSC can expect the materiel receipt confirmation to be transceived to their activity. The DSC upon receipt of the depots' response will provide a revised estimated shipment date to the applicable status recipients. The DSCs are not authorized to submit off-line MROs DIC A5\_, to DLA distribution depot that reports the materiel is in the receiving process; since the required inspection process has not been fully completed.

e. The Administrative Services Branch will:

(1) Receive all incoming DICs AC1, AC2, AC3, AF1, AF2, AF3, AFC, and AT\_ series documents that have been submitted by MILSTRIP message, narrative administrative message, or letter.

(2) Determine if the message or letter is critical of DSC supply support or a Request for Supply Assistance.

(3) Forward all messages or letters critical of DSC supply support and all Requests for Supply Assistance to ESOC.

(4) Forward other DICs AC\_, AF\_, and AT\_ series documents to the Requisition Processing Branch.

f. The Requisition processing Branch will:

(1) Scan all messages and letters making sure that they are not those which are critical of DSC supply support or Requests for Supply Assistance.

(2) Forward all messages and letters critical of DSC supply support and Requests for Supply Assistance to ESOC.

(3) Convert other messages and letters to a transaction format and forward to ODS for computer processing. Refer to subparagraph a for abbreviated input format for DICS AF\_ and AC\_. (N.b. The abbreviated format is restricted to those requisitions on which a remote inquiry revealed the ARCSF has a record of the requisition. No match to the ARCSF requires an 80-80 image input to the computer.)

(4) Receive Notification of Attempt to Accelerate, appendix F-079A, and accompanying acceleration request documents as applicable, for processing IAW instructions in subparagraph i.

g. ESOC personnel will process DICS AC1, AC2, AC3, AF1, AF2, AF3, AFC, and AT\_ series documents submitted by telephone. Transcribe information onto an appropriate data entry form and forward to ODS for computer processing. An abbreviated format may be used as outlined in subparagraph a above. An abbreviated followup (DICS AF1, 2, 3 or C) can also be generated to the computer for processing by keying in the third position of the followup document in the AF field legend when a SAMMSTEL ARCS file (Verb SARC, appendix E-270 P) is inquired as a result of a telephone call. If a telephone request is considered to be a Request for Supply Assistance refer to subparagraphs b, c and d above.

h. The system will generate the following output as a result of an AFC input when the Requisition Status File reflects the following:

CURRENT  
STATUS

OUTPUT

BA (Open MRO)

Forward AE\_, Supply Status Transaction with B5 status in pos. 65-66. (Action to determine current status and/or improve the ESD is being attempted. Future status will be furnished within 7 calendar days.)

BB

Generate Notification of Attempt to Accelerate, appendix F-079A, and forward to Inventory Management Division of Requisition Processing Branch. Generate Request to Attempt to Accelerate, appendices F-079B or F-231B and forward to IMD or RPB as applicable. Forward AE\_, Supply Status Transaction with B5 status in pos. 65-66 (Action to determine current status and/or improve the ESD is being attempted. Future status will be furnished within 7 calendar days.)

BD, BT, ZB, BZ

Forward AE\_, Supply Status Transaction with (Recommended Buy), or ZDB5 status in pos. 65-66 (Action to determine current status and/or improve the ESD is being attempted. Future status will be furnished within 7 calendar days.) Generate

CURRENT  
STATUS

OUTPUT

	Controlled Violation Listing (appendix F-122, VRC CR) to ORC 94 if delayed status has not been cleared within 5 days of receipt of customer followup.
ZM	Forward AFC document to the RIC of the new supply source. Forward AE_ Status Transaction reflecting BM and RIC of new supply source in pos. 67-69.
BV	Generate Notification of Attempt to Accelerate, appendix F-079A, and forward to Inventory Management Division or Requisition Processing Branch. Generate Request to Attempt to Accelerate; appendices F-079C or F-231C to DP&P, appendix F-231B to DSO (IMD or RPD), as applicable. Forward AE_ Supply Status Transaction with B5 status in pos. 65-66. (Action to determine current status and/or improve the ESD is being attempted. Future status will be furnished within 7 calendar days.)  Transaction with B5 status in pos. 65-66. (Action to determine current status and/or improve the ESD is being attempted. Future status will be furnished within 7 calendar days.)
SS or DD (Closed MRO Status)	Forward AS_, Shipment Status Transaction containing date shipped, pos. 57-59.
BZ (Procurement Request)	Forward AE_, Supply Status Transaction with BZ status in pos. 65-66 and revised ESD in pos. 70-73.
No Record	Forward AE_, Supply Status Transaction with BF status in pos. 65-66.

i. Inventory Management Division for NSNs or Requisition processing Branch for non-NSNs will:

(1) Receive output appendix F-079A, Notification of Attempt to Accelerate and appendices F-079B or F-231B, Request to Attempt to Accelerate as applicable.

(2) The receipt of appendix F-079A, indicates mechanical processing was unable to provide updated or improved status to the customer. This report contains an abbreviated DIC AFC format which will be used for reinput upon obtaining an improved ESD through processing Request to Attempt to Accelerate by DP&P.

(3) Appendix F-079B is forwarded to DSO (at DGSC, DESC and DPSC) when status code is BB. This report will be forwarded to DP&P ILO DLA Form 1128 and contains DIC YPE (Amendment Code H) format for entry of accelerated date. Upon notification by DP&P of input of accelerated date or that no acceleration is possible DSO will input abbreviated DIC AFC contained in F-079A to ensure generation of DIC AE\_, Supply Status Transaction to the customer.

(4) Appendix F-231B is forwarded to DSO (at DGSC and DISC) when status code is BB or (at DISC) when status code is BV and contract is administered by DCAS. Report will be processed as specified in subparagraph (3) above.

(5) When status code is BV appendix F-079C (except at DISC) will be generated directly to DP&P. At DISC appendix F-231C will be generated when contract is not administered by DCAS. Reports will be processed as specified in subparagraph (3) above, however no DIC AFC is required when an improved ESD is obtained and input by DP&P. When no acceleration is possible DIC AFC input is required by DSO when so notified by DP&P.

(6) If status of the requisition is BB, or BV, the AFC request document will not override any backordered requirement of equal or higher priority. Consequently, no diversion of assets intended to satisfy equal or higher priority requirements will be accomplished. The advancement of even one day of the EDD is considered an improved ESD. An attempt will be made to satisfy the requirement by consideration of the following potential methods:

- (a) Cannibalization of existing equipment.
- (b) Acceleration of repair programs.
- (c) Offer interchangeable or substitute items.
- (d) Diversion of materiel shipments.
- (e) Supply from reserve assets.
- (f) Supply, as a result of screening materiel held pending classification.
- (g) Supply from excess dues-in (see CECR and volume II, chapter 40).
- (h) Supply through the Lateral Redistribution Program (see appendix E-195P and chapter 40).

(7) The receipt of an appendix F-079A with the note PREVIOUS AFC RECEIVED AND APX. F-079 OUTPUT, indicates that another DIC AFC has been received against a requisition for which a Request to Attempt to Accelerate has been output to DSO or DP&P as applicable. This will occur

only when either no DIC YPE has been entered by DP&P or no DIC AFC has been entered by DSO to generate a reply to a previous DIC AFC. DSO personnel should compare dates on the two appendices F-079As output. If the output dates are within seven calendar days of each other take no further action. Supply status B5 has already been provided.

(a) If the priority of the requisition is 1-3 or 4-8 with an N or E in pos. 62, determine if ESOC is monitoring this requisition. If so, advise ESOC of the followup DIC AFC. If not, turn control over to ESOC for followup actions. Followup action by ESOC through use of DLA Form 1128 must indicate that it is a followup and the date of the first DIC AFC (equal to first appendix F-079A date). Also, ESOC must be stamped on the DLA Form 1128. The use of the telephone or meetings between ESOC and DP&P personnel is based on local DSC guidelines and restrictions agreed to by both DSO and DP&P.

(b) If the priority of the requisition is 4-8 and pos. 62 does not contain an N or E, determine if an alternate means of supply, as specified in subparagraph (6) above, is now available. If so, take the appropriate actions. If not, prepare a DLA Form 1128 indicating that it is a followup and the date of the first DIC AFC (equal to first appendix F-079A date).

(c) If the priority of the requisition is 4-8, pos. 62 does not contain an N or E and research has determined that a Request to Attempt to Accelerate has been previously forwarded to DP&P, determine if the previously received appendix F-079A was 14 or more days past. If so, determine if a reply has been received from DP&P. If so, assure that abbreviated DIC AFC has been reinput to provide updated supply status. If no reply has been received prepare an IOM to DP&P indicating all appropriate information. The use of the telephone in this instance is based on local DSC guidelines and restrictions agreed to by both DSO and DP&P.

(8) Processing of a DIC AFC action on a timely basis cannot be overemphasized. This is especially true when delayed status (DIC AE\_ with B5 status) has been provided to the customer indicating that further status will be provided within seven calendar days. When DIC AFC documents cannot be processed on a timely basis due to backlogs and shortage of personnel, action will be taken at division or branch level to coordinate with Chief, Stock Control Division (or ESOC), to handle the workload on a one-time or temporary basis, as provided in subparagraph d above.

NOTE: Since DP&P personnel will update the Active Contract File when a reliable date is provided by the contractor and the revised ESD is provided the customer either mechanically when status is BV or manually, by reinput of abbreviated DIC AFC by DSO, no action to prepare messages reflecting revised ESDs is required. The appearance of a revised ESD on the returned Request to Attempt to Accelerate indicates that DP&P has updated the Active Contract File. If no date appears, DP&P is indicating that there is no revised ESD. DSO will not prepare a message indicating any revised date since reinput of the abbreviated DIC AFC by DSO, under these circumstances, provides the customer with an ESD mechanically. In addition, forwarding of a manually prepared DIC AE\_ Supply Status Transaction is not authorized.